



## Public Library System

## Library Cards

### Policy Statement:

Library cards are issued free to Scottsdale residents, visitors, and residents of Maricopa County. Permanent non-residents of Maricopa County are eligible for a Scottsdale Public Library card upon payment of an annual fee of \$30.

### Regulations:

1. Photo identification and proof of current physical address are required. If the photo ID does not have current address, a second form of ID with proof of address is required. Proof of local address and hometown address are required for visitors.
2. A library card may be issued without proof of physical address, but with photo ID, for a one-time, 3-item checkout.
3. Acceptable forms of identification include:
  - a. Drivers license
  - b. Federal, state or local government ID card
  - c. Passport
  - d. School ID card
  - e. U.S. Military card
  - f. Permanent Resident Card or Alien Registration Receipt Card
4. For Scottsdale residents, library cards do not expire. For other residents of Maricopa County and for permanent non-residents of Maricopa County, library cards expire annually.
5. Customers may request the renewal of an expired card without having to present a current ID. Accounts must be in good standing (i.e. not delinquent) before a card is renewed.
6. Customers who register for a library card online have remote access to library databases. They may check out items only after showing photo identification and proof of physical address.
7. Cards for Children:
  - a. There is no minimum age for obtaining a library card.
  - b. Parent or legal guardian must present his/her photo identification and proof of current address for cards issued to children under the age of 12. (A child's library card application completed by a parent or legal guardian offsite must be notarized.)
  - c. Parents or legal guardians are responsible for items checked out by their minor children.
  - d. Children will be issued a library card regardless of the status of the library cards of other family members.

**Procedures:**

1. Palomino Teacher Cards are issued and distributed to Desert Mountain High School (DMHS) Teachers upon signing the attached Scottsdale Public Library System Teacher's Library Card Agreement.
2. Library cards are issued to SP3s (Scottsdale's Personnel Partnership Program representatives) for City of Scottsdale professional use. Each city department may use its SP3 Library Card for accessing library databases and checking out materials.
3. Civic Center and Mustang Libraries have Large Type by Mail or Home Delivery cards that are used by the volunteers to check out materials to persons unable to come to the library and who have qualified for these programs.
4. Library cards are issued to homeless individuals. A current mailing address should be provided, as available. For individuals who are residing in temporary locations, that address, a P.O. Box or General Delivery will be accepted.

**Confidentiality of Records** (see "Confidentiality of Library Records" **MGT-2**)

Scottsdale Public Library System  
DMHS Teacher's Library Card Agreement

I accept the following conditions upon **receipt** and **use** of my teacher's library card:

- I understand that I must have my teacher's library card with me in order to check out items at the library.
- I will use my teacher's card to check out items for my professional use as a teacher or administrator at Desert Mountain High School. I will use my personal library card to check out library materials that will be used for all other purposes.
- The new check out limit is up to 30 items and up to 8 requests at any given time. No "NEW" items and no "complete sets" may be checked out on my teacher card.
- I understand that I am financially responsible for the library material that I check out with my teacher's library card. If I lose an item checked out on my card, I agree to reimburse the Library for the value of the item within 30 days.
- Although overdue fines will not be assessed against this account, I agree to return materials on time or to renew items that I need for a longer period of time. I understand that I cannot check out items for extended periods such as a semester, because the Library needs to make them available for others to use.
- I will not check out items for students to use outside of my classroom.

I understand that failure to comply with these terms may result in the loss of my privilege to use my teacher's library card.

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Signature

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Date